

***Reopened***  
**JOB ANNOUNCEMENT**

**POSITION TITLE:** Support Services Coordinator II (May underfill at Level I)  
**LOCATION:** Third District Juvenile Court - Salt Lake City  
**STEP RANGE/SALARY:** Level II: 43-51/ \$15.59 (entry) to \$19.38 (midpoint) DOE  
Level I: 39-47/\$13.99(entry) to \$17.39 (midpoint) DOE  
**TYPE OF POSITION:** Full-time, with benefits  
**CLOSING DATE:** October 3, 2006, at 5:00 p.m.

**APPLICATIONS SHOULD BE DIRECTED TO:**

Human Resources  
PO Box 140241; 450 S State  
Salt Lake City UT 84114-0241  
801-578-3890 (phone)  
801-238-7814 (fax)

**DUTIES:** Under the general supervision of a Court Executive performs a variety of management support services for the Third District Juvenile Court such as budgeting development and monitoring, fiscal records management, internal auditing, accounts payable, and related administrative functions. Also, performs district accounts receivable accounting and auditing of revenue and trust accounts for multiple court sites.

- Manages accounts receivable and review of revenue and trust accounts for multiple court sites, including evaluation of existing procedures, audit oversight, consulting, and training local staff. Serves as consultant to assist staff with accounting related problems.
- Reconciles daily accounts receivable transactions. Reconciles trust accounts monthly for multiple court sites. Prepares weekly revenue reports and unclaimed property reports and others related to accounts receivable.
- Assists in monitoring District budget; prepares reports, spreadsheets, graphs, and tables to detail fiscal matters for the TCE.
- Monitors all office supply purchases, disburses purchase orders, approves and reviews billings, and troubleshoots billing problems. Handles accounts payable for current expenses, travel and state supervisory budgets. Monitors and reports monthly receipts, FINET.
- Coordinates motor pool activities with the Operations Manager; maintains records of vehicle costs, mileage, maintenance, and requisition of vehicles; assists in preparing accounting reports regarding vehicle use.
- Administers cash change fund and petty cash and audit oversight for district offices. Investigates bad check returns. Manages check writing and reconciliation for witnesses and victims. Assures separation of duties in audit oversight.
- Prepares and monitors accounts payable, budgeting, for special accounts such as SAPA, NJ adjustments, and collections.
- Gathers, organizes, and analyzes fiscal data in order to provide management with information needed to evaluate and develop programs, contracts, and leases. Assists managers in evaluation of fiscal data on State Supervision Accounts.
- Coordinates district accounting practices according to established procedures. Serves as a regional liaison for the finance and auditing divisions in order to monitor local compliance with accounting procedures and court policies.
- Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS:** **Level I:** Bachelor's degree in public or business administration, accounting or related field plus one year of full time paid professional related experience or substitutions on a year for year basis as follows; related graduate level education for the required employment or full time paid professional related employment for the required education. Basic knowledge of: practices and procedures related to court processes, accounting, purchasing, lease management, contract management, inventory control, motor pool coordination and data processing. Ability to: communicate effectively verbally and in writing, establish and maintain effective working relationships with employees, representatives of allied organizations and members of the public; apply general management principles to specific organizational problems and perform mathematical calculations. **Level II:** Same as above, plus three years of full time paid professional employment or an equivalent combination of education and experience.

**Preference will go to applicants who meet the minimum requirements, however, we may choose to underfill this position by considering applicants who have not met the minimum requirements. If this occurs, the offering salary will be adjusted commensurate with qualifications.**

**APPLICATION INFORMATION:** All applicants (including court employees) must send in an application and updated resume. Applications may be obtained from the Administrative Office of the Courts, 450 S State, SLC, Dept. Of Workforce Services or online at: [www.utcourts.gov](http://www.utcourts.gov).

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